CLAIMS

What is claimed is:

1.   A computer readable medium for the management, classification and protection of electronic documents and/or records, the computer readable medium comprising:

   logic for classification of the record at a remote computer;

   logic for filing the record at a central database after the classification of the record; and

   logic for deleting the record from the remote database without user intervention upon the filing of the record at the central database.

2.   The computer readable medium of claim 1, wherein the logic for classification includes logic for determining whether the record is open at the remote computer.

3.   The computer readable medium of claim 1, wherein the logic for classification includes logic for determining whether the record has previously been classified.

4.   The computer readable medium of claim 1, wherein the logic for classification includes logic for reclassifying a previously classified record.

5.   The computer readable medium of claim 1, wherein the logic for classification includes logic for saving the record with an associated property in a memory element of the remote computer.

6.   The computer readable medium of claim 1, further including:

   logic for selecting a plurality of records;

logic for bulk classification of the plurality of selected records at the remote location.

7. The computer readable medium of claim 1, wherein the logic for filing includes logic for displaying record properties.

8. A method for the management, classification and protection of electronic documents and/or records, the method comprising the steps of:

classifying the record at a remote computer;

filing the record at a central database after the classification of the record; and

deleting the record from the remote database without user intervention upon the filing of the record at the central database.

9. The method of claim 8, wherein the step of classifying the record includes a step of determining whether the record is open at the remote computer.

10. The method of claim 8, wherein the step of classifying the record includes a step of determining whether the record has previously been classified.

11. The method of claim 8, wherein the step of classifying the record includes a step of reclassifying a previously classified record.

12. The method of claim 8, wherein the step of classifying the record includes a step of saving the record with an associated property in a memory element of the remote computer.

13. The method of claim 8, further including the steps of:

selecting a plurality of records;

classifying the plurality of selected records at the remote location.

14. The method of claim 8, wherein the step of filing includes logic for displaying record properties.

15. A system for the management, classification and protection of electronic documents and/or records, the system comprising:

means for classifying the record at a remote computer;

means for filing the record at a central database after the classification of the record; and

means for deleting the record from the remote database without user intervention upon the filing of the record at the central database.

16. The system of claim 15, wherein the means for classifying the record includes means for determining whether the record is open at the remote computer.

17. The system of claim 15, wherein the means for classifying the record includes means for determining whether the record has previously been classified.

18. The system of claim 15, wherein the means for classifying the record includes means for reclassifying a previously classified record.

19. The system of claim 15, wherein the means for classifying the record includes means for saving the record with an associated property in a memory element of the remote computer.

20. The system of claim 15, further including:

means for selecting a plurality of records;

means for classifying the plurality of selected records at the remote location.

21. The system of claim 15, wherein the means for filing includes logic for displaying record properties.